# COMPREHENSIVE COUNSELING AND GUIDANCE
# TIME ALLOCATION CHART

1.  **Guidance Curriculum -** Involves the delivery of the guidance curriculum to ALL students through group and classroom activities that may include classroom presentations, teaching guidance curriculum and consulting with teachers.

2.  **Individual Planning –** Involves activities to help students manage their education, personal, and career development.  Activities focus on assisting students to plan, monitor, and manage their present and future.

3.  **Responsive Services –** Involves meeting the immediate needs and concerns of students and/or parents/guardians concerning their student..  Counselors are available to assist students who are in need of personal support, counseling, consultation and referral.

4.  **System Support –** Involves management activities that establish, maintain and enhance the total guidance program.  This includes management of guidance services, community outreach, research and development, staff/public relations, and committee/advisory boards.

5.  **Non-Guidance –** Involves any other activity that does not fit in the above categories.

*The following is a list of typical activities, by category.  The list is not meant to be inclusive.*

| Guidance Curriculum | Individual Planning | Responsive Services | System Support | Non-Guidance Administrative Support |
|---|---|---|---|---|
| Classroom Activities<br>Group Activities | Individual Advisement<br>Individual Assessment<br>Placement<br>Occupational<br>  Exploration<br>Four Year Plan<br>New Student<br>  Registration<br>Individual SEOP | Consultation<br>Personal Counseling<br>Small Groups<br>Individual Counseling<br>Crisis Counseling<br>Student Assistance<br>  Team Meetings | Research<br>Staff Development<br>Preparation & Clean-up<br>Curriculum<br>  Development<br>Committee/Advisory<br>  Boards<br>Community<br>  Involvement<br>Program Management<br>Professional<br>  Development<br>Counselor Meetings<br>Daily Time Logs<br>In-service | Balancing Classes<br>Building Schedule<br>Substitute Teaching<br>Lunch Duty<br>Travel<br>Substituting for<br>  Principal or other<br>  Administrators<br>Supervising<br>  Emergency Plans<br>Test Coordination and<br>  Administration |

*If you are unsure as to which category an activity should be logged under, consider:*

- Who am I working with?
- What is the content of the activity?
- What is the purpose of the activity?
- Can someone who is not a counselor accomplish this task?